



DEPARTMENT COMMENDATIONS

Directive 5 - 117

Date of Issue: July 2013 Amends/Cancels: G.O. 8-300

I. PURPOSE

The purpose of this Directive is to establish guidelines for awarding Department commendations.

II. POLICY

The Department of General Services Maryland Capitol Police Department expects that all employees adhere to a high standard of conduct and professionalism, and strive to deliver the best quality and quantity of police services to employees, visitors and others in need of our assistance. When members perform in a manner that is exceptional or above what is normally expected of them, it is appropriate for the members to be commended. The Department also recognizes the commendable actions of citizens and members of other law enforcement agencies that deserve attention and the presentment of an award. The official commendation of such performances will be awarded by the Department to give full recognition and demonstrate appreciation to those members and others that have brought honor to themselves by performing a service worthy of admiration, respect and commemoration.

III. PROCEDURES

A. Commendation Review Board

1. The Commendation Review Board will consist of at least one member from each detachment.
2. One member will be appointed by the Chief of Police to serve as Chairperson. The Chairperson will be a member of command staff.
3. The Chief of Police will appoint the members of the Board.
4. The Chairperson will appoint one member to serve as secretary and maintain minutes of the Board's activities.
5. The Board will meet as necessary, at the discretion of the Chairperson, but not less than semi-annually.
6. Appropriate persons may be summoned by the Chairperson, if necessary, to provide additional information.
7. The Chairperson will report the findings and recommendations of the Board to the Chief of Police in a confidential manner, and provide the Chief with all submitted documentation concerning each case.
8. All members of the Board will have an equal vote when determining if an award should be given and/or which award would be appropriate under the circumstances.
9. The Chief of Police will make the final determination concerning awards to be given.

10. Awards will be presented at formal ceremonies, which shall be conducted as determined by the Chief of Police.

B. Nominations and Reporting

1. It is the duty and privilege of all employees to report all incidents and occurrences when a member of the Department performs in a manner that may qualify the officer for an award.
2. All reports of meritorious conduct must be in writing and include the following:
 - a. A complete and detailed description of the incident and the action taken by the employee.
 - b. Whether the action was initiated by the employee or resulted from an assignment given to the employee by a supervisor or dispatcher.
 - c. The duty status of the employee at the time of the incident or action.
 - d. Whether the action was taken as a matter of routine or was it beyond recognized limits of duty.
 - e. If the employee's life was at risk in the performance of this action:
 1. Define the risk;
 2. If possible, present witness statements and supportive evidence.
 - f. If the employee's actions contributed to the saving of a life:
 - a. If possible, present witness statements;
 - b. If applicable to the circumstances, solicit the opinion of an attending physician to obtain a positive statement that the action taken did, in fact, save a life.
 - g. A copy of any procedural report pertinent to the incident.
 - h. A recommendation for the presentation of a specific award.
3. All recommendations should be submitted, through channels, as soon as possible after the occurrence to the Commendation Review Board.
4. The Commendation Review Board must receive recommendations within one year of the occurrence; notwithstanding extenuating circumstances as determined and approved by the Chairperson of the Commendation Review board.
5. For an award to be presented at a ceremony, the Chairperson must receive recommendations within sixty days prior to the ceremony.

C. Memorial Medal of Honor

1. This medal and ribbon is posthumously awarded to a police officer for a line of duty death by the Chief of Police under the following circumstances:
 - a. While enforcing traffic or criminal laws, or
 - b. While answering a call for service, or
 - c. While performing a law enforcement service, the officer suffers a heart attack, stroke, or other manner of death proximally related to the law enforcement act.

2. This medal and ribbon will be presented to the officer's next of kin.
3. The medal is composed of a central portion of the Great Seal of Maryland surrounded by a Laurel wreath. The ribbon is black and gold.

D. Governor's Commendation

1. This award will be presented to an employee whose performance has been identified as outstanding, and above and beyond the call of duty, and where a definite risk of life by the employee was involved.
2. The recipient of a citation will receive a ribbon and a Governor's Commendation bearing the signature of the Governor. These will be requested via the Secretary of the Department of General Services.
3. Granting this award requires a unanimous vote by the Commendation Review Board. If the nominee fails to receive a unanimous vote by the Board, the nominee shall receive a Chief's Citation instead.
4. The ribbon is orange on the left and black on the right, as one looks at the officer wearing it.

E. Department of General Services Citation

1. The DGS Citation is authorized in instances where the performance of an employee has been identified as outstanding and above and beyond the call of duty.
2. Courage and valor may play an important role, but are not mandatory.
3. The Recipient of a citation will receive a ribbon and a certificate bearing the signature of the Secretary of the Department of General Services.
4. The ribbon is red on the left and white on the right as one views the officer wearing it.

F. Chief's Commendation

1. The Chief's Commendation is authorized in instances where the performance of a member or members is identified as exceptional, thereby exemplifying the highest standards of the police profession.
2. The recipient of a commendation will receive a certificate bearing the signature of the Chief of Police.

G. Chief's Salute

1. This award is presented to persons whom the Chief of Police believes have contributed to the well-being of the citizens of Maryland or the Department of General Services Police Department.
2. The Chief of Police will present the award during a staff meeting or other appropriate time.

H. Certificate of Valor (Citizen Award)

1. The Certificate of Valor is authorized where citizens or members of another law enforcement agency have assisted the Department of General Services Police Department at a definite risk of their life.
2. The recipient of a Certificate of Valor will receive a certificate bearing the signature of the Chief of Police.

I. Officer of the Year

1. All supervisors will evaluate the personnel assigned to them and forward their selection, if they choose to nominate an officer, to the detachment commander.
2. The detachment commanders will consider the police officers nominated by the supervisors and forward those nominations that meet their approval to the Commendation Review Board
3. The Commendation Review Board will review all recommendations and select one police officer for recommendation to the Chief of Police. This selection must be submitted to the Chief of Police for approval by February 1st.
4. The Chief of Police must approve the selection for presentment of the award.
5. At a ceremony specified by the Chief of Police, the Officer of the Year will be presented with a Department of General Services Citation and ribbon.

J. Certificate of Appreciation

1. The Certificate of Appreciation will be presented to a citizen who has voluntarily provided meritorious and exemplary assistance to a DGS employee, or to another citizen in a matter in which the Department of General Services Police Department was involved.
2. The detachment commander may award a Certificate of Appreciation.

K. State Awards

1. Length of Service Awards-The Secretary shall give to each employee an appropriate emblem and certificate for:
 - a. The first ten years of service; and
 - b. Each additional five years of service.
2. Innovative Idea Awards
 - a. An employee may be given this award for an innovative idea that, if implemented, would:
 - (1) Increase revenue for the State;
 - (2) Save money for the State;
 - (3) Improve the quality of services delivered to the public; or
 - (4) Otherwise significantly benefit the State.
3. Incentive Performance Awards
 - a. An incentive performance award for extraordinary service may be awarded for extraordinary performance in the public interest in connection with an employee's State employment.
 - b. The Secretary may award the recipient as follows:
 - (1) A gift of not more than \$300.00;
 - (2) Paid administrative leave of not more than three days; or
 - (3) Any combination of cash, gift and leave of not more than \$300.00 in value.

L. Wearing of Ribbons

1. All awarded ribbons may be worn on the Class A, B or C uniform only.
2. On authorized uniforms a maximum of three awarded ribbons may be worn on each row. The officer may choose which ribbons to wear.
3. If more than two ribbons are worn they will be worn on approved ribbon holders with no more than three abreast. Multiple rows may be worn.
4. Ribbons must be maintained in acceptable standards of cleanliness and neatness.

M. Wearing of Medals

1. Only one medal will be worn on a Class A uniform.
2. The officer will choose which medal to wear.
3. Medals may be worn at ceremonial occasions but will not be worn at funerals.

N. Wearing of Pins

1. There will be no more than two pins of unit insignia or unique training insignia worn at a time on all classes of uniform.
2. The officer chooses which pins to wear. However, the Chief of Police must authorize any pin that is worn.

O. Placement of Pins and Ribbons on the Uniform

1. All ribbons and pins will be worn on the right side of the uniform above the name tag and pocket.
2. Only one ribbon of any type may be worn regardless of how many times the officer received the award. (Medal numerical numbers will be worn for subsequent awards.)
3. Ribbons of the highest category will be worn from left to right as you face the officer.
4. The medal will be centered on the right pocket below the flap. Ribbons will be centered and unit pins and training insignia shall be above the ribbons.
5. Medals, Ribbons and insignia from other recognized Law Enforcement agencies may be worn as directed by Department of General Services Police regulation. Verification of award(s) will be provided to the Chief of the Department of General Services Police for approval prior to wearing.